



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

Program Technician II**

Registration and Titling Program

Permanent/full time position

\$2465-\$2998

Final Filing Date: November 8, 2004 or until filled**DUTIES:**

Under the direction of the Supervising Program Technician III in the Sacramento Headquarters Office, the Program Technician will be responsible for knowledge, interpretation and application of laws, regulations, and policies pertaining to the Registration & Titling program. The technician will process technical applications dealing with the registration and titling of mobilehomes and commercial coaches; use a computer, FAX machine and other office equipment to serve the needs of the mobilehome public and industry either in person, by phone or by correspondence.

**DESIRABLE
QUALIFICATIONS:**

- . High degree of dependability and reliability
- . The ability to work tactfully with the public and co-workers
- . The ability to work quickly, efficiently and accurately under pressure
- . Telephone and customer service experience
- . The ability to write neatly and legibly
- . The ability to use personal computers and other office equipment
- . The ability to work as part of a team
- . The ability to handle detailed and diversified work, and
- . The ability to interpret and apply laws, regulations, and policies

LOCATION:

Department of Housing & Community Development
Codes and Standards/Registration and Titling Program
1800 3rd St
Sacramento, CA 95814

WHO MAY APPLY:

Persons currently at the Program Technician II level who have eligibility for appointment or transfer to this classification. If you are not currently in this classification, please provide evidence of your eligibility for this classification with your application.

Appointment is subject to SROA and State Surplus policies and procedures.

**The department will consider downgrading this position to Program Technician for recruitment.

Additional hires may be made from this bulletin if positions become available.

**SUBMIT RESUME &
APPLICATION TO:**

Riann Kopchak, Registration & Titling Program
Department of Housing & Community Development
PO Box 2111
Sacramento, CA 95812-2111
(916)327-2808
An Equal Opportunity employer, a drug-free and safe work place.

California Relay (telephone) Services for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922

Position #401-850-9928-XXX**HCD #651 09-31****October 25, 2004****JOB OPPORTUNITY**

